

CITY OF HAYWARD

DEVELOPMENT INSPECTION SERVICES ADMINISTRATOR

DEFINITION

To plan, direct, supervise and coordinate the work of the Development Inspection Services Division of the Community and Economic Development Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Community and Economic Development.

Provides direct and indirect supervision to professional, technical and clerical staff.

ESSENTIAL DUTIES

1. Assists in developing and implementing goals, objectives and policies and priorities.
2. Plans, organizes, controls, and evaluates the functions and activities of the Development Inspection Services Division including building and housing inspection, community preservation, zoning enforcement and weed abatement.
3. Establishes, improves and coordinates procedures, plans and schedules for the division.
4. Insures that staff maintains close coordination between various City departments in carrying out division activities and programs.
5. Coordinates division activities with outside agencies.
6. Presents issues, proposals, projects and policies relating to community health and safety to business and community groups, other organizations and public agencies.
7. Prepares and administers the division budget.
8. Supervises, trains and evaluates professional, technical and clerical personnel.

OTHER JOB RELATED DUTIES

1. Performs related duties as required.

Development Inspection Services Administrator (continued)

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Program development and implementation techniques.
- B. Principles and practices of effective administration, budget preparation and personnel management.
- C. Principles and practices of health and safety code enforcement, zoning administration and permit processing.
- D. Principles and practices of real property development and management.
- E. Principles and procedures of property inspection and community preservation.
- F. Principles of supervision, training, and performance evaluation.
- G. Cost recovery techniques and fee structuring.

Ability to:

- H. Organize, direct, and coordinate the activities of a major division.
- I. Analyze, interpret and translate legislation and regulations related to enforcement of public health and safety.
- J. Communicate clearly and concisely, orally and in writing.
- K. Plan, organize, direct, establish and maintain cooperative relations with the public, developers, consultants, governmental officials, and public bodies.
- L. Supervise, train, and evaluate subordinate professional, technical, and clerical personnel.
- M. Read and interpret development plans and specifications.

Development Inspection Services Administrator (continued)

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience of a supervisory, administrative, or professional nature in development processing, code enforcement or a related field.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in public administration, planning, architecture, engineering or a closely related field.

SPECIAL REQUIREMENTS:

Essential duties require the ability to operate in a standard office environment, to access a computer and to make presentations to public bodies.

PROBATIONARY PERIOD: One year

789CS93

July 1993

APP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt